

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**MANAGEMENT ANALYST**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Management Analyst is the second level in a two level Management Analyst series. Incumbents independently perform professional work in research, project or program design, and the preparation of reports and presentations for review. Duties are generally administrative rather than technical and may include conducting studies and surveys, interpreting data, coordinating the gathering of information and data, policy development, and operational evaluations. Incumbents serve as a liaison with other departments, tenants, and the public. Incumbents may serve as a lead worker to other staff and oversees and coordinates special projects.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Management Analyst is distinguished from the Staff Assistant by its responsibility for performing professional level research and project or program design activities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |                   |
|----|---|-------------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor.   | Varies<br>0 – 10% |
| 2. | Serves as a technical resource to internal staff, external agencies, citizens, and/or other interested parties for information in assigned area of responsibility.  | Daily<br>15%      |
| 3. | Identifies, receives, researches, and works to resolve a variety of operational, procedural, financial, and/or service issues in assigned area of responsibility.   | Daily<br>10%      |
| 4. | Prepares, analyzes, and processes a variety of records and documentation associated with new hires, terminations, payroll issues, disciplinary issues, budget items, purchasing, accounts payable, accounts receivable, applications, workers' compensation, service requests, delinquent accounts, and/or other applicable items in assigned area of responsibility; maintains associated files. | Daily<br>10%      |
| 5. | Participates in a variety of meetings, committees, task forces, and/or other related groups in order to receive and convey information.   | Weekly<br>15-20%  |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Assists in managing and coordinating special projects in assigned area of responsibility.	Daily 10-15%
7.	Provides staff assistance and analysis of policies and procedures involving organization, procedures, finance, and services in assigned area of responsibility.	Weekly 10%
8.	May prepare, review, and administer budgets, which may include capital budgets; assists divisions/departments in preparing cost estimates for budget recommendations.	Weekly 10%
9.	Prepares a variety of analytical reports on operations and activities in assigned area of responsibility, requiring the compilation and organization of a variety of data.	Weekly 10-20%
10.	Develops and facilitates training sessions for division/department staff on a variety of operational, organizational, procedural, financial, and/or service offerings in assigned area of responsibility.	Weekly 0-10%
11.	Develops and conducts studies and/or surveys, requiring research and statistical analysis; prepares related reports.	Monthly 5%
12.	Performs other duties of a similar nature or level.	As Required

#### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Economic Development may be responsible for:

- Researching statistics, demographics, and other data from secondary sources;
- Providing analytical assistance with project shepherding;
- Assisting with Enterprise Zone vouchering processes.

Positions assigned to Purchasing may be responsible for:

- Administering City-wide CAL Card program.

Positions assigned to Public Utilities may be responsible for:

- Recruiting applicants and administering competitive examinations;
- Conducting job audits and analyses.

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#### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Planning & Development may be responsible for:

- Preparing appeal packages;
- Coordinates Planning Commission meetings, including the preparation of agendas, recording of minutes, and preparation and dissemination of meeting minutes.

Positions assigned to Finance may be responsible for:

- Maintaining organizational maps;
- Participating in the creation of the Comprehensive Annual Financial Report (CAFR);
- Coordinating the development of third party interfaces.

Positions assigned to Public Works may be responsible for:

- Administering the Urban Growth Management (UGM) program;
- Assisting in the development of UGM fees;
- Auditing and maintaining CFD and LLMD developer data.

Positions assigned to Police Department may be responsible for:

- Reviewing, evaluating, and approving conditional use permit applications;
- Conducting field inspections of permitting sites.

Positions assigned to Airports may be responsible for:

- Responding to media inquiries regarding Airports emergencies/activities and serves, on behalf of Airports Management, as a division representative and spokesperson in radio and camera interviews.

#### **Training and Experience** (positions in this class typically require):

- Bachelor's Degree in field related and two years of related experience in area of responsibility.

OR

- Associate's Degree in related field and four years of related experience in area of responsibility.

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C license.

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**Knowledge** (position requirements at entry):

Knowledge of:

- Public administration concepts and theories
- Statistical analysis and theory
- Report writing techniques
- Project management methods
- Advanced principles, practices, and operations in assigned area of responsibility
- Public relations principles
- Applicable Federal, State, and Local laws, codes, ordinances, policies, procedures, rules, and regulations
- Research methods
- Local government structure and procedures

**Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Analyzing a variety of statistical data and/or information and making recommendations based on findings
- Conducting research, analyzing results, and making recommendations based on findings
- Interpreting and applying program/project requirements
- Providing customer service
- Exercising initiative and sound judgment in solving difficult and complex technical problems
- Mediating difficult situations
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Managing projects
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

**Physical Requirements:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, and pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008